

KANSAS CITY, MO. POLICE DEPARTMENT <b>PERSONNEL POLICY</b>	DATE OF ISSUE <b>1-3-01</b>	EFFECTIVE DATE <b>1-3-01</b>	NO. <b>635-5</b>
SUBJECT <b>Policy Series 600: Awards and Assistance to Members 635 - Academic Selection</b>		AMENDS	
REFERENCE Personnel Policy 640 - Authorized Travel Expenses		RESCINDS Policy 635-4	

## **I. INTRODUCTION**

The department encourages its members to improve and enhance their knowledge and skills through attendance and participation in department authorized schools and programs.

## **II. POLICY**

- \* A. The Academic Selection Board (the Board) will be utilized, when directed by the Chief of Police, to screen applicants who desire to participate in department authorized schools and programs.
- \* B. Schools and programs authorized by the department include, but are not limited to, the following:
  1. FBI National Academy
    - Must be at rank of Captain or above
  2. Northwestern University Traffic Institute
    - Must be at rank of Sergeant or above
  3. Northwestern University Center for Public Safety's School of Police Staff and Command
    - Must be at rank of Captain or above
  4. Southern Police Institute
    - Must be at rank of Sergeant or above
  5. Southwestern Law Enforcement Institute
    - Must be at rank of Sergeant or above, however, this is contingent upon class
  6. Senior Management Institute for Police (Coordinated by Police Executive Research Forum)
    - Must be at rank of Captain or above
- C. Members must comply with all regulations and requirements established by the school or program.

- D. Members who have previously attended department authorized schools or programs and are approved by the member's bureau commander to attend retraining sessions:
  - 1. Will be on training days.
  - 2. Will be provided the registration fee, per diem, a road car, and a credit card for gasoline, unless another mode of travel is more appropriate. Other expenses incurred will be the responsibility of the attendee.
- E. Members also have the option to attend retraining sessions on their own time and at their own expense, if so desired.
- F. Members who have attended one of the aforementioned schools or programs within the previous four years will not be considered for any of the other schools or programs.
- G. Members previously approved to attend department sponsored schools or programs prior to the effective date of this policy remain eligible to attend and do not need to submit the Academic Selection Request, Form 5730 P.D. or resume, or be screened by the Academic Selection Board.

### **\*III. ACADEMIC SELECTION BOARD**

- A. The Academic Selection Board will be comprised of the Chief of Police and the department bureau commanders.
- B. The chairperson will be the Chief of Police. The vice-chair will be appointed by the Chief of Police.
- C. The Testing Specialist will serve as the secretary of the Board with no voting powers.

### **\*IV. PROCEDURES**

#### **A. Member's Responsibility**

- 1. Submit an Academic Selection Request, Form 5730 P.D., and personal resume listing qualifications, previous training, education, and experience, through the chain of command. This request should indicate the member's preference of school or program.
- 2. Upon notification, respond for an interview with the Academic Selection Board.
- 3. Receive written notification of the final selection of candidates.
- 4. Submit a written request through the chain of command requesting consideration to attend a retraining session of a previously attended

department authorized school or program. The member's bureau commander will have final approval on retraining requests.

B. Bureau Commander's Responsibility

1. Receive Form 5730 P.D. from member requesting attendance to authorized school or program and forward to the Testing Specialist.
2. Approve or deny member's request to attend a retraining session of previously attended department authorized school or program, and provide written notification to that member on final approval or denial.

C. Testing Specialist's Responsibility

1. Assemble all requests, resumes, and other pertinent data on each candidate and submit to the Board.
2. Assist the Board in scheduling interviews for the selection of candidates. Provide written notification of scheduled interviews to candidates and written notification of the final selection of candidates.
3. Act as secretary to the Board.

D. Academic Selection Board's Responsibility

1. Meet at the direction of the Chief of Police.
2. Examine candidate's request, personal resume, personnel jacket, educational achievement, and other pertinent data.
3. Conduct interviews to determine candidate's qualifications and contribution to the department.
4. Select those candidates who are approved to attend.
5. Notify, in writing, all candidates of the final selections by the Board.

Richard D. Easley  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day  
of \_\_\_\_\_, 2000.

Dennis C. Eckold  
President